



ISSUANCE DATE: August 01, 2013
CLOSING DATE: August 30, 2013 17:00Hrs,
Juba, South Sudan

CORRECTED VERSION

SUBJECT: SOLICITATION NUMBER SOL-668-13-000012 FOR A U.S. CITIZEN/THIRD COUNTRY NATIONAL PERSONAL SERVICE CONTRACTOR FOR POSITION OF FINANCIAL MANAGEMENT SPECIALIST (FINANCIAL TRAINER), (GS-12 equivalent) JUBA, SOUTH SUDAN

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified U.S citizen AND Third Country National individuals interested in providing Personal Services Contract (PSC) services as described in the attached solicitation.

Submittals shall be in accordance with the attached information at the place and time specified. Interested applicants must submit all the materials required by the solicitation such as:

Completed and hand-signed federal form OF-612 (continuation sheets as needed) including other documentation/information in Instruction to Applicants. (Incomplete or unsigned applications will NOT be considered.) Forms can be downloaded from: www.usaid.gov/forms/. In addition, a cover letter and a current resume/curriculum vita (CV) must be submitted. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors (unless the incumbent has had the same supervisor or only two supervisors during this time period) who can provide information regarding the applicant's knowledge, skills and abilities. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

Applicants are required to sign the certification at the end of the OF-612. Applications that are received without a signature will not be considered for the position.

To be considered for the position, a candidate must meet all of the eligibility requirements listed under E. Qualifications in the solicitation. Complete applications must be e-mailed to the submission address specified in the solicitation. Consideration and selection will be based on a panel evaluation of the applications in accordance with the Evaluation Criteria in the solicitation.

Applicants should retain for their records copies of all enclosures which accompany their applications. Due to the long delivery time of applications placed in the U.S. mail and the fact that local mail delivery in Juba is uncertain, it is highly recommended that all applications be sent via e-mail attachment. Documents requiring signatures should be signed, scanned and attached to e-mails. The required documents should be submitted by e-mail to:

Via email: jubahr@usaid.gov. Please cite the solicitation number and position title within the subject line of your email application. All attachments provided via email shall be Microsoft Word 2003 or PDF and **not zipped. Note that attachments to email must not exceed 3 MB.**

This solicitation does not represent a commitment on behalf of USAID and it is subject to availability of funds. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation.

USAID reserves the right to award all or none of the contracts contemplated herein, subject to availability of funds.

Sincerely,

Christopher Daly
Executive Officer
USAID/South Sudan

ATTACHMENT 1

SOLICITATION NUMBER	668-13-000012
ISSUING DATE	August 01, 2013
CLOSING DATE	August 30, 2013
POSITION TITLE	Financial Management Specialist(Financial Trainer)
NUMBER OF POSITION(S)	One
MARKET VALUE	GS-12 (\$60,274-\$78,355) In addition, this post has 30% Post Differential and 20% Danger Pay. The final compensation will be negotiated within the listed market value based on the successful candidate salary history, work experience and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated. This is an accompanied post.
ORGANIZATIONAL LOCATION OF POSITION	Juba, South Sudan
DIRECT SUPERVISOR	Deputy Controller
SUPERVISORY CONTROL	No direct Supervisory control.
PERIOD OF PERFORMANCE	24 Months.
SECURITY ACCESS	US Citizens - Secret Level, Third Country Nationals - Employment Authorization.
AREA OF CONSIDERATION	US Citizens and Third Country Nationals.

BACKGROUND AND BASIC FUNCTIONS OF THE POSITION:

The Financial Management Specialist position is located in USAID/South Sudan's Office of Financial Management (OFM), Financial Analysis (FA) Division. The incumbent provides training to the Mission's FSN professional Financial Analysts based at USAID/South Sudan's office in Juba. S/he gives guidance to the FA Division on financial analyses and special project activities for USAID/South Sudan. The incumbent reports directly to the Deputy Controller and serves as principal advisor to her/him and the Chief Accountant. S/he provides expert advice on financial management systems and procedures, management and internal controls, audit management, and pre-award assessment procedures to the financial analysis staff, technical teams, Mission management, agreement officers and implementing partners. S/he takes the lead in assisting the Financial Analysts in matters relating to financial management activities including limited financial reviews and technical assistance to organizations. This may consist of on-site consultations or workshops/seminars for larger groups.

A. Specific duties and responsibilities

Under the guidance of the Deputy Controller and in coordination with the Chief Accountant, the incumbent plans, directs and administers a comprehensive on-the-job and structured financial analysis training program designed to increase the capability of the FSN staff to provide the Mission's senior management with timely financial information for making decisions. S/he contributes to the development and management of USAID/South Sudan's financial analysis functions for programs including the management of work performed by local CPA firms under the USAID Recipient-Contracted or Agency-Contracted Audit programs (ADS 591). S/he develops the financial analysis staff capability to provide advice and guidance to USAID/South Sudan Mission staff regarding the financial soundness of project activities and regulatory requirements.

In these capacities, the incumbent's responsibilities and duties shall include, but not be limited, to the following functions:

1. Guide and advise Foreign Service National (FSN) employees and assist the Chief Accountant and Deputy Controller in training of FSN professionals in the Financial Analysis division.
2. Coach the Financial Analysts staff on analysis methods advise USAID/South Sudan on the financial implementation of projects, and their respective vulnerabilities regarding possible waste, fraud or abuse of funds and mission personnel and development partners on the financial requirements of procurement instruments. The Trainer will also cover how to review proposal awards for compliance with applicable financial laws, regulations, and project or management requirements.
3. Assist financial analysis staff in determining the appropriate payment procedures in accordance with methods of project implementation, in the monitoring of award execution, and in reporting on the status, problems and needed amendments.
4. Guide and train Financial Analysts on how to conduct and oversee pre-award surveys and limited financial reviews of partner organizations' accounting systems to determine if prospective grantees or contractors have adequate financial and administrative management capacity to

administer USG funds. Also, provide guidance on how to assist and advise implementers on the maintenance of records and general financial discipline requirements of USAID and ensuring that partners accounting systems are in conformity with Generally Accepted Accounting Principles and USAID requirements.

5. Guide and train Financial Analysts on how to monitor partners'/implementing organizations' compliance with financial reporting requirements specified in pertinent agreements in fulfillment of conditions precedent to disbursement of program funds and in overseeing the performance of financial reviews and payment verifications to ensure the allowability of costs incurred by recipients.
6. Guide and train Financial Analysts on how to provide advice to the mission's technical teams and management staff on the financial soundness of grants and contracts financed by USAID, on financial factors and provisions which must be considered and covered in existing or contemplated grants and contracts, and in assuring that project financing and reporting procedures are in conformity with USAID's regulations.
7. Guide and train Financial Analysts on ways to assure that the financing and reporting procedures, which conform with USAID's financial and program reporting systems and the requirements and limitations of U.S. government and cooperating country laws and regulations, are fully considered and set forth in grant projects and contract agreements.
8. Perform other financial management-related duties as may be required and assigned by Controller or Deputy Controller.

REQUIRED QUALIFICATIONS AND EVALUATION CRITERIA:

The following Factors represent minimum requirements, unless otherwise indicated. All applications will be evaluated based on the documentation submitted with the application. Applicants are encouraged to provide a cover letter addressing how they meet requirements of each of the criteria below, and must submit three written references with complete contact information.

Candidates will be evaluated and ranked based on the following selection criteria:

- A. Education (10 points): A college degree in accounting, economics, mathematics, or business is required.
- B. Prior Work Experience (30 Points): From 6 to 8 years of progressively responsible experience in accounting, budgeting, or financial management is required, of which at least 3 years should be in the financial analysis area.
- C. Language Proficiency (10 Points): Level IV English [Fluent] is required.
- D. Knowledge (20 Points): Complete familiarity and thorough practical knowledge of accounting policy, procedural, and reporting requirements; general familiarity with other relevant International accounting policies and regulations, requirements and conventions is required. A good working understanding of project planning and implementation procedures is also required.

- E. Skills and Abilities (30 Points): Must have the ability to logically apply the above knowledge in a highly analytical manner. Demonstrable exceptional managerial, analytical abilities and skills to effectively perform duties, with the ability to provide training and guidance in a professional manner.

1. SELECTION FACTORS:

(Determines basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Completed and signed Federal Form **OF-612** is submitted;
- Supplemental documents, especially a current resume/curriculum vitae (CV) and a cover letter specifically addressing how they meet the requirements of each Evaluation criterion, including three to five professional references with complete contact information, are submitted;
- Ability to obtain a security clearance or employment authorization clearance, as provided by USAID; and the ability to obtain a medical clearance for working in South Sudan.

2. INSTRUCTIONS TO APPLICANTS:

Interested individuals are requested to submit fully completed and hand-signed copy of **an Optional Application for Federal Employment Form (OF-612)**, cover letter and a current resume/curriculum vitae (CV) containing the following information which clearly demonstrates their education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria:

- a. **Personal Information:** Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
- b. **Education:** Colleges and universities or technical vocational schools, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- c. **Work Experience:** Provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (includes series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number/email, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
- d. **Other Qualifications:** Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job related certificates and licenses (current only), job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies,

leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).

- e. Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Two references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
- f. Date of availability to begin assignment in Juba, South Sudan.

Selection Process: After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the "Qualifications" will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to the applications.

ATTACHMENT 2

AS A MATTER OF POLICY, AND AS APPROPRIATE, AN INDIVIDUAL MEETING THE REQUIREMENTS OF OFFSHORE HIRE USPSC IS AUTHORIZED THE FOLLOWING BENEFITS:

1. Benefits

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance --72% of Health Insurance Annual Premium (not to exceed \$20,339 for a family and \$7,266 for employees without dependents) --50% of Life Insurance Annual Premium (not to exceed \$500)
- (3) Pay Comparability Adjustment--Annual across the board salary increase for U.S. Government employees and USPSCs
- (4) Eligibility for Worker's Compensation
- (5) Annual & Sick Leave
- (6) US Government Holidays and selected Local Holidays

Federal Taxes: USPSCs are not exempted from payment of Federal Income taxes.

2. Allowances* (if Applicable): As a matter of policy, and as appropriate, an offshore USPSC is normally authorized the following allowances:

- (1) Post Differential (Section 500)
- (2) Living Quarters Allowance (Section 130)
- (3) Temporary Lodging Allowance (Section 120)
- (4) Post Allowance (COLA) (Section 220)
- (5) Supplemental Post Allowance (Section 230)
- (6) Payments during Evacuation/Authorized Departure (Section 600)
- (7) Education Allowance (Section 270)
- (8) Separate Maintenance Allowance (Section 260)

(9) Danger Pay (Section 650)

(10) Educational Travel (Section 280)

* Department of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas).

Other Benefits: In addition, the Mission has a 30% Post Differential allowance and 20% Danger Pay. FICA and federal income tax will be withheld by USAID. During each year of service the incumbent will be entitled to two Rest and Recuperation trips (R&R). You will have to use your Annual Leave or Compensatory time for R&R. The R&R destination for Juba, Southern Sudan is London. For U.S. citizen's one location in the United States may be designated.

Shipment of 250lbs of Unaccompanied airfreight, 750lbs of consumables (with an additional 500lbs for a second year) and 750lbs of Household Effects will be authorized for a one/two year assignment.

3. List of REQUIRED Forms for USPSCs

a. Optional Form 612

4. Contract Information Bulletins (CIBs.) and Acquisition and Assistance Policy Directives (AAPDs) Pertaining to PSCs

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website

http://www.usaid.gov/business/business_opportunities/psc_solicitations.html to determine which CIBs and AAPDs apply to this contract.

FEDERAL TAXES: USPSCs are not exempted from payment of Federal Income Taxes

- End of ATTACHMENT 2 -

NOTE: Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

This office must receive your application prior to the closing date and time specified in this solicitation. Late applications may not be considered. Please note all applications must be signed – **unsigned applications shall NOT be considered**. Please reference the solicitation number on your application, and as the subject line in any cover letter.

Interested candidates should send above via the internet, facsimile or international mail, to the attention of the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. E-mail applications must be received by the closing date and time specified in the cover letter.

ADMINISTRATIVE REQUIREMENTS AND LOGISTICAL SUPPORT:

SECURITY AND MEDICAL CLEARANCE:

A Security Clearance is required for US Citizens and Employment Authorization is required for TCNs. Medical clearances are required for both US Citizens and TCNs.

1. APPLYING

All applications should be submitted electronically to:

jubahr@usaid.gov

Attention: Suzan Lasu
Human Resources Specialist
USAID/South Sudan
Juba, Republic of South Sudan

To ensure that your application is received for the intended position, please reference the solicitation number in the subject line of your e-mail or your application may not be considered.

Applicants may submit an application against this solicitation at any time but prior to **August 30, 2013, 17:00 local (Juba, South Sudan) time unless revised. The highest ranking applications may be selected for an interview. Please note that only short listed candidates will be notified.**